



Miramar Radio Control Flyers

March 1, 2015

MCAS Miramar Site Security Standard Operating Procedures (SOP) – Version 4.0

Flying site security is everyone's responsibility!

If you see a violation of the Site Security SOPs it is **YOUR** responsibility to identify the security breach and ensure that it is corrected immediately!

Gate entry

- Military members (**in possession of a valid Military ID or CAC card**) are the only persons that have unrestricted access to the flying site.
- Civilian members may only access the flying site when there is a military member already present at the flying site.
- Only authorized MRCF members may open the gate providing access to the MCAS Miramar flying site.
- MRCF members must ensure lock is securely locked after entry and that the combination is rolled to protect the combination.
- The last military member to leave the field must close the field and escort any remaining civilian members out when they leave.

Base Communications (Site Open, Operation and Close Protocols)

- **ONLY MILITARY MEMBERS MAY OPEN OR CLOSE THE FLYING FIELD!**
- **The first person (military) into the flying site** must contact the PMO and ODO (tower) even they are not going to fly! The PMO and ODO contact information must be entered in the log book.
- **The last Military person leaving the flying site** must contact the PMO and ODO regardless if anyone was flying. The PMO and ODO contact information must be entered in the log book.
- **The pin box must be open and the phone hooked up** to the pin box PA system any time members are at the flying field
- When the phone rings, someone must answer the phone as quickly as possible regardless of what they are doing.
- If you miss the call, you must immediately check to see if the ODO or PMO were the callers and, if so, call them back immediately.

NOTE: If you believe that these SOPs need to be modified for any reason, contact any club officer and share your ideas or concerns with them. Our Security SOPs are only as good as the people that follow them and we need everyone's compliance to ensure the integrity of our site security.

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Emergencies

- If any medical or fire emergency arises, someone must immediately call the PMO!
- If any situation arises at the flying field that results in the injury of any person or damage to MCAS Miramar property, call the PMO immediately and follow the PMO's instructions.
- If any member sees a fire, regardless of the source, they must immediately call the PMO and then order the evacuation of all members.
- All members must know where the AED (automated emergency defibrillator) is located.

Locks

- Never leave any MRCF lock open (unlocked).
- After opening any MRCF lock, the member should immediately spin the dials and relock it, even if the structure is left open (e.g., pin box, charge station).
- Never share the MRCF lock combination with ANYONE, including other members!

Club Member Identification

- **All MRCF members must prominently display a MRCF identification badge** that identifies them as an authorized club member while they are at the flying site.
- A MRCF identification badge (membership card) is the only valid credentials that provide proof that any person is an authorized member of the Miramar RC Flyers.
- If you do not have your member badge then you must wear a visitor badge and find a member to sponsor you for that visit.

Guests & Visitors Identification

- Members are responsible at all times for the guests & visitors that they allow to enter onto Miramar MCAS property.
- You must personally meet your guests & visitors at the gate and escort them to and from the flying field.
- When you leave, your guests & visitors must leave with you unless you find another MRCF member to sponsor them.
- You are responsible to provide your guests & visitors with a visitor badge that identifies them as your guest.
- If your guests & visitors are going to operate a radio control aircraft then you need to verify that they have a valid AMA card.
- You are responsible to register your flying guests & visitor in the guest flyer log book.

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